

DOCUMENT RESUME

ED 414 771

FL 801 210

TITLE English as a Second Language Volunteer Tutor Manual.
INSTITUTION Minnesota Literacy Council, St. Paul.
PUB DATE 1994-00-00
NOTE 184p.
AVAILABLE FROM Minnesota Literacy Council, 756 Transfer Road, St. Paul, MN 55114 (\$15 for contents plus binder; \$12.50 for contents only).
PUB TYPE Guides - Classroom - Teacher (052)
EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Adult Education; Classroom Techniques; *Cultural Pluralism; Diversity (Student); *English (Second Language); Grammar; Immigrants; Information Sources; Instructional Design; Intercultural Communication; Language Skills; Language Teachers; Lesson Plans; *Literacy Education; Pronunciation Instruction; Refugees; Second Language Instruction; Skill Development; Spelling Instruction; *Student Characteristics; Teacher Responsibility; Teacher Role; Teaching Methods; *Tutors; Vocabulary Development; *Volunteer Training

ABSTRACT

This manual was designed to help prepare volunteer tutors to teach English as a Second Language (ESL). An introductory section outlines the role and responsibilities of the volunteer tutor and provides information on tax deductions for volunteers. Subsequent sections provide practical information on varied aspects of ESL instruction, including: the characteristics of second language learners, learning styles, and second language coping strategies; different cultures, understanding refugee and immigrant needs, and cultural diversity in the classroom; establishing goals and designing appropriate assessment; developing students' listening and speaking skills; teaching pronunciation; teaching literacy; approaches to grammar instruction; vocabulary development and spelling instruction; lesson planning; and additional resources for the tutor. A beginning curriculum outline and lesson plan worksheets are included. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
